

- 10-100 (Rev. 10-1-79)

1. Name of the person or organization: John Doe

2. Address: 123 Main St, Anytown, USA

3. City: Anytown State: USA Zip: 12345

4. Telephone: 123-4567

5. Date: 10/1/79

6. Signature: John Doe

7. Title: President

8. Organization: ABC Company

9. Purpose of the trip: Business

10. Estimated cost: \$1000

11. Estimated duration: 1 week

12. Estimated number of people: 1

13. Estimated number of vehicles: 1

14. Estimated number of flights: 1

15. Estimated number of hotel nights: 7

16. Estimated number of meals: 14

17. Estimated number of other expenses: 0

18. Total estimated cost: \$1000

19. Estimated number of people: 1

20. Estimated number of vehicles: 1

21. Estimated number of flights: 1

22. Estimated number of hotel nights: 7

23. Estimated number of meals: 14

24. Estimated number of other expenses: 0

25. Total estimated cost: \$1000